

ORDERING PUBS ON YOUR PUBS ACCOUNT

To log into APD to order pubs on your account type WWW.APD.ARMY.MIL.

You will go to the home page. On the left side click on Ordering. Then information about your CAC will come up. Click on it. Then another screen with Login on the left. Click on it. The next screen will have three boxes in center. Type in your account number and password-your password is your Zip Code. Sub-Account is used if you order for more than one section or unit. You do not need the Pubs Officer approval. Click on Log in. Then your address will come up. Click on Yes for "Is this information correct?"

Go to Search or Category Browse-upper left to order Pubs or forms. Category Browse is the best one to use. Find the Pubs or Form number you want to order. Click on that form or pubs number. Then click on available. If it does not say available you cannot order it. Another screen will come up so you can put the quantity and resupply. Click on add to selection. Then go to your cart-upper right-click on your cart. Then it will say "Ordering System Shopping Cart" for your account. If you are done then click on final submit. Then another screen will come up and say "Your selections have been submitted for processing". Print it and keep for your files until you receive your Pubs.

To find the status of your Pubs go to your Report. To find your Reports Login and click on Reports and Click on Re-Supply to find the status of your Pubs. To find out what the status of the two letters on your report go to Glossary and then StarPubs.

Subscription is used for any Pubs that are being updated. You will get a copy before anyone that orders them. Also, the NCO Journal and Soldier Magazine should be put on your subscription if your unit wants them.

Contact your Fort Carson Pubs Officer if you have any questions on your Publications at Comm: 719-526-4458, DSN: 691-4458. Your Pubs Officer is located in Bldg 1218, Room 201 (Welcome Center)

Dated: 10 November 2009

